



Frequently Asked Questions

The Division of Professions and Occupations regulates more than 50 different professions and businesses in Colorado and we are always ready to answer your questions. In order to get you the best information as quickly as possible, please take a moment to see if the answer to your question is on this FAQ page. If not, feel free to email our Customer Service team at the email below and we will respond to your request as quickly as possible.

<u>How do I transfer my other state license to Colorado?</u> There is no direct license transfer. If you have a current license in another state and wish to now obtain a Colorado license, you will need to complete an endorsement application. You can find the applications and requirements at this link: <u>Application and Forms</u>

<u>I need Colorado to verify my license to another state, or issue a "letter of good standing".</u> All parties who may need to verify your Colorado license can do so by using the online system at <u>Verify a License</u>. The information provided does serve as primary source verification from Colorado. If the other state requires a specific form or letter be completed by the Colorado office, you can fax or mail the form or request using the information at the bottom of this page, or email the form or request to <u>DORA Registrations@state.co.us</u>.

<u>I am having trouble creating my account.</u> – You will need to register an Online Services account before you can log in to your account and perform other functions. You can find instructions for registering your account at: Create My Account

<u>How can I check the status of my application?</u> –Please allow us ten business days from the date you mail your application as it can take some time for your paper application to make its way to a Licensing Specialist for evaluation. You can check the progress of your application by registering and logging in to your account at: <u>Application Status</u>

• **NOTE:** Please allow the Licensing Specialist 2 business days to return your phone message as multiple messages can slow the process. Applications are processed in the order they are received and you will receive communication from the Licensing Specialist via the online system, and email or mail, if additional information and/or documentation is required.

How do I change my name? – You can find the "Name Change Request Form" and instructions at: Change My Name

My address has changed. How do I update it? – You can use our Online Services site to change your address or email address. Visit this link for instructions: Update My Address

NOTE: If you would like your name and/or address change reflected on your wallet card, you must submit a
request for a duplicate license. The charge is 5 dollars. Submit a duplicate license request using your Online
Services account or download the form at this link: Request a Duplicate License

<u>How do I change or verify my email address?</u> – You can make changes or verify your email address by logging in to your account. Please visit this link for instructions: <u>Change or Verify My Email Address</u>

<u>I cannot find the application I need to complete.</u> – You can find all our applications listed by professions on the Applications and Forms page. Please visit: <u>Applications and Forms</u>

<u>Can I order a Wall Certificate of my license?</u> – For a small fee, you can order a wall certificate for most professions. You can find instructions for placing an order at: <u>Wall Certificates</u>

For Board or Program specific contact information, please visit the "Contact Information" link on the specific Board page by locating your profession at: Professions and Businesses. If you did not find the answer to your question, please email our general mailbox at: DORA_Registrations@state.co.us. If your inquiry is exclusively about a topic listed in the above FAQ, you will not receive an additional response.